

OUTLINE SCOPE OF WORK FOR CODE 162 A-E SERVICES

I. SPECIFICATION WRITING

A. PWS SOLICITATION PACKAGE (Single Function/Multi-Function (BOS)/IQ)

1. *Complete PWS* (ready for activity solicitation)
 - a. Services and Combination Service/Construction – Uniform Contract Format (UCF) Sections B through M, including Performance Requirements Summary (PRS) in Section J.
 - b. Maintenance Construction – Construction Specification Institute (CSI) format. Div's 00 through 16 including required design plans and sketches (if applicable).
 - c. Site Visit(s) – Gather historical data, technical equipment data, plant O&M procedures, inventories, site plans, building floor plans and sketches, past performance data, organizational structure and cost data; obtain customer input; tour work site and take photographs of existing conditions.
2. *Incorporation of Special Contract Requirements*
 - a. Negotiated clauses and provisions
 - b. Award Fee clauses and provisions
3. *Unusual PWS Development*
 - a. Job Order Contract (JOC)
 - b. Combination BOS/JOC
 - c. Multi-trade Contract
 - d. Environmental/Laboratory Services

B. GOVERNMENT COST ESTIMATE (GCE)

1. *Bid Schedule Completion*
2. *Microsoft Excel Spreadsheet Pricing Data* – Breakdown by SubCLIN showing labor hours for each trade, FTEs, direct labor, direct material, other direct cost/equipment, total direct cost, site overhead (JOH), home office overhead (G&A), profit, and total price for Base Year and Option Periods.
3. *Backup Cost Data* – Individual direct labor hour and material cost sheets, burdened labor rate determination spreadsheet, equipment cost listing, and actual job overhead cost listing.

C. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

1. *Administrative Section*
2. *Expanded Performance Requirements Summary (EPRS)*

3. *Quality Assurance Plan and Evaluation Worksheets* (individual for each Contract Requirement)

4. *QAE Staffing Plan* – Microsoft Excel Spreadsheet showing administrative and productive inspection time based on methods of surveillance identified in Surveillance Guides.

II. TRAINING COURSE PARTICIPATION

A. CONDUCT TRAINING COURSES

1. *Maintain/Provide Training Materials* – Overhead transparencies and instructor's book; print and provide all student materials including manuals, 3-ring binders, exercise and reference materials, handouts, namecards, paper, pencils, and highlighters; furnish overhead projector, flip chart, and chart paper.

2. *Conduct On-Site or regionalized Training in the following courses:*

- a. Quality Assurance Evaluator (QAE) Basic Course (5 days)
- b. Facilities Support Contract Development (FSCD) Course (5 days)
- c. Cost Estimating for FSCs Course (4 days)

B. ASSIST IN CONDUCTING TRAINING COURSES – Assist Government employees in conducting training courses (same course listing above, Government furnishes all materials and one instructor)

NOTE: All contractor employees must have previously attended the Government conducted training course prior to conducting same training and have general experience in the course area.

III. PREPARE OMB CIRCULAR A-76 COST COMPARISON

A. ON-SITE TASK GROUP PARTICIPATION IN MANAGEMENT STUDY

- 1. *Historical Workload Data Gathering/Inventory Development*
- 2. *Performance Work Statement (PWS) Preparation*
- 3. *Quality Assurance Surveillance Plan (QASP) Preparation*
- 4. *Most Efficient Organization (MEO) Development*
- 5. *A-76 Cost Estimate Preparation*